



2008

FIRE SERVICE

ORGANIZATION

RATE BOOK



BUREAU OF FIRE MANAGEMENT

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MEMORANDUM

TO: IDL and Association Wardens, Assistants and Fire Procurement Personnel

FROM: Ken Homik

DATE: April 18, 2008

SUBJECT: Fire Service Organization Rate Book 2008

The 2008 IDL Fire Service Organization Rate Book has been finalized as is now available on the internet and the intranet. In addition, a hard copy will be sent to each Area and Association Office and to each dispatch center.

The 2008 version is a complete rewrite. A lot of work went into producing what I think is a simplified user friendly product. I want to thank all the committee members who were involved in the rewrite, and for all the comments and thoughts we received through the review process. There are significant changes to the Rate Book. A few of the highlights are listed below:

- *Certification for FSO personnel and equipment:* The Rate Book accepts the personnel qualifications standards established by the Skills Crosswalk, as well as those established by NWCG 310-1 and NFPA 1051. In addition, we are accepting the Fire Chief's word that the equipment listed on the certification form meets all the standards established in the Rate Book. Wardens have the option to conduct equipment inspections when they deem necessary. .
- *Certification for Local Government Fire Services Equipment and Personnel (Appendix 1):* This form will replace the EERA as the necessary documentation for payment. The Certification will be available on the intranet as a form to facilitate completion.
- *Idaho Bureau of Homeland Security (BHS):* The Rate Book has been reviewed and accepted by BHS as the mechanism by which FSO's will be mobilized and paid during large interface fires.
- Rates for 2008 remain unchanged from last year.
- The 2008 version includes rates for command vehicles.

Please spend some time familiarizing yourself with the new Rate Book. If you have any questions, feel free to give a call.

Thanks,

Ken Homik

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INTRODUCTION

PURPOSE

The Idaho Department of Lands (IDL) Fire Service Organization (FSO) Rate Book is the required procedure for certifying, mobilizing, and reimbursing city, county, and rural fire departments throughout the state of Idaho. This document and its incorporated appendices is the standard procedure for IDL and other state agencies for FSO hiring and reimbursement.

AUTHORITIES

Authority for policies and procedures contained herein are granted by the *Idaho Cooperative Fire Protection and Stafford Act Response Agreement, 2007-2012*:

- “It is the State’s responsibility to be the single hiring point for equipment and personnel obtained from the Fire Service Organization for all dispatches outside their jurisdictional responsibility.”
- “Fire Service Organizations are employees...of the State. The State makes all payment to the Fire Service Organization through execution of payment vouchers and similar documents.”

SCOPE

The requirements within this document are designed for **Extended Attack (or Planned Need) Assignment**. These assignments typically:

- Require a Resource Order from IDL or a Mission Assignment from The Idaho Bureau of Homeland Security (BHS).
- Have an anticipated duration of 24 hours to a maximum of 14 days (21 days with agency and administrative approval).

Initial Attack Exclusion:

This document does **NOT** supersede local **Initial Attack (or Immediate Need Response)** assistance agreements. These assignments typically:

- Do not require a Resource Order.
- Have an anticipated duration of less than 24 hours.

If an FSO shares an operational area or has common jurisdictional fire responsibilities with an IDL Forest Protection District or cooperating Timber Protection Association, a Memorandum of Understanding (MOU) should be in place. It is the responsibility of the local Fire Warden or designee to complete the MOU with the FSOs in their protection area. The MOU will be the agreement that is used to delineate operational responsibilities and specify payment arrangements during initial attack.

PRE-CERTIFICATION AND CERTIFICATION PROCEDURES

All FSO equipment and personnel must be certified prior to mobilization through IDL. Ideally, this will take place in the pre-season so that any problems can be addressed. It is the responsibility of the FSO Fire Chief or his/her designee to ensure resources meet all minimum requirements. Refer to Appendix 1, *Certification for Local Government Fire Services Personnel and Equipment* for further detail.

Personnel Certification: There are three acceptable systems that may be utilized:

1. *Skills Crosswalk - Wildland Training for Structural Firefighters*. The *Skills Crosswalk* (Crosswalk) recognizes the skills developed through NFPA structural fire training and identifies additional wildland fire training needs to meet NWCG minimum qualifications. The Crosswalk is designed to reduce course content redundancies and facilitate wildland and structural cross training. Currently the Crosswalk is limited to Wildland Firefighter Type 2 (FFT2), Wildland Firefighter Type 1 (FFT1), Engine Boss (ENGB) and Strike Team Leader, Engines (STEN). For detailed information, see:

http://www.usfa.dhs.gov/fireservice/subjects/wildfire/crosswalk_overview.shtm

2. NWCG Wildland Fire Qualifications System Guide: For NWCG Wildland Fire Qualification System Guide, see:

<http://www.nwcg.gov/pms/docs/PMS310-1.pdf>

3. NFPA 1051: Standards for Wildland Firefighter Professional Qualifications. See NFPA Standards and Codes, 2007 Edition.

Position Task Books are required when using the NWCG Wildland Fire Qualifications System. FSO Chiefs may initiate any task book but can only certify task books for FFT1 and FFT2. They are not required when an individual is qualified under NFPA System, but documentation of the minimum Job Performance Requirements (JPR's) is necessary.

Red Cards are required on all wildland fire incidents when operating outside an FSO's protection area or outside the area defined in local mutual aid agreements. Fire Chiefs are authorized to issue Red Cards to persons in their department that meet all qualifications, including fitness for FFT1 and FFT2. Red Cards for Engine Boss and Strike Team Leader must be issued by the Fire Bureau.

REQUIREMENTS FOR ALL WATER HANDLING EQUIPMENT

Tank Baffling

The water tanks must be equipped with partitions that reduce the shifting of the water load. Engines, water tenders and water trucks shall have the water tank baffled in a manner that conforms to the NFPA Standards for Mobile Water Supply Apparatus, the American Society of Mechanical Engineers standards or other industry-accepted engineering standards.

Equipment Inventory

At the time of hire, the FSO shall provide a complete inventory of the firefighting accessories on the vehicle. A copy of the inventory shall be provided to the inspector and the procurement unit each time the vehicle is hired or reassigned to an incident.

Gross Vehicle Weight

Fully loaded water handling equipment (including operators and accessory equipment) must conform to manufacturer's gross vehicle weight rating (GVWR), or state highway gross vehicle weight (GVW) limits, whichever is less. This includes balancing the load in a manner that all axle weights comply with the manufacturer's gross axle weight rating. Certification will require the unit to be fully loaded, with the FSO providing weight tickets for the load from a certified scale. The weight tickets will be by individual axle weight. An exception to the GVW requirements may be made for the Type 1 Tenders, designed for off-highway construction where the GVW is less than the GVWR.

Optional Equipment- Foam Units

Any equipment with the following type of foam capabilities shall be paid additional compensation. The government shall provide the foam, or make reimbursement when provided by the FSO.

- Compressed Air Foam System (CAFS) plumbed into the system, increase the rate by 10 percent of the specified unoperated rate.
- Metering Systems (Automatic Regulating Proportioning System)-Systematic metering units, increase the rate by 5 percent of the specified unoperated rate.
- Any other foam capabilities, such as educator units which siphon foam into the hose system or when the foam is dumped directly into the tank, will not receive any additional compensation.

Personnel Requirements for Wildland and Structural Engine, Water Tenders, and Water Trucks

Classification	Physical Fitness Test	Fireline Safety Refresher (5)	Personal Protective Equipment (PPE)
Water Truck (1)	No	Yes	Yes
Water Tenders (4)	Light or NFPA 1001 or 1500	Yes	Yes
Engines Types 1 and 2 (1) (3)	Light or NFPA 1001 or 1500	Yes	Yes
Engines Type 3-7 (2)	Arduous or NFPA 1001 or 1500	Yes	Yes

- (1) A qualified FFT1 must accompany equipment when used on the fireline for tactical operations.
- (2) Engines are required to have a NWCG 310-1 or Crosswalk Qualified Single Resource Boss (Engine) NFPA 1051 and two FFT2.
- (3) Need to meet the requirements of NFPA 1001, Firefighter Professional Qualifications and NFPA 1021, Standards for Fire Officer Professional Qualifications.
- (4) Must complete NWCG 310-1 or Crosswalk required training for FFT2.
- (5) Annual Fireline Safety Refresher Training is required for all personnel participating in fire suppression activities who may be subject to assignments on the fireline. Refresher training shall minimally consist of fire shelter purpose and use, practice deployments, and any pertinent fire safety related topics, such as: Fire Orders and Watch-Out Situations; Lookouts, Communications, Escape Routes, and Safety Zones (LCES); Look Up, Look Down, and Look Around.

Classification for Engines

	Engine Classification						
	Structural		Wildland				
Requirements	1*	2*	3	4	5	6	7
Tank minimum capacity	300	300	500	750	400	150	50
Pump minimum flow (gpm@psi)	1000 150	500 150	250 150	50 100	50 100	50 100	10 100
Hose, 2 ½" (feet)	1200	1000	--	--	--	--	--
1 ½" (feet)	400	500	500	300	300	300	--
1" (feet)	-0-	-0-	500	300	300	300	200
Ladders (per NFPA 1901)	Yes	Yes	--	--	--	--	--
Master Stream (GPM)	500	--	--	--	--	--	--
Personnel (minimum number)	4	3	3	3	3	3	3

*Type 1 and 2 Structural Engines must also meet minimum specifications of NFPA 1901.

1. All types shall meet federal, state and agency requirements for motor vehicle safety standards, including all gross vehicle weight rating when fully loaded.
2. Type 3 through 6 engines shall be able to prime and pump water from a 10 foot lift. Portable volume pump with a minimum capacity to pump 100 gallon per minute is acceptable.

Classification for Water Tenders and Water Trucks

	Water Tender and Water Truck Classification		
Requirements	S1	S2	S3
Tank minimum capacity	4000	2500	1000
Pump minimum flow (gpm@psi)	300 50	200 50	200 50
Max. refill time (minutes)	30	20	15
Personnel (minimum number)	1	1	1

1. All types shall meet federal, state and agency requirements for motor vehicle safety standards, including all gross vehicle weight rating when fully loaded.
2. All water tenders and water trucks shall be able to prime and pump water from a 10 foot lift. Portable volume pump with a minimum capacity to pump 100 gallons per minute is acceptable.
3. Water trucks shall have a spreader bar that is capable of broadcasting an even spray for dust abatement purposes.

Water Tender- intended for use in the following tactical operations; in support of urban interface when structures are involved, for use on the fireline, or in direct support of fire suppression activities.

Water Truck- intended for use in the following operations; dust abatement, water transfer and unloading into port-a-tank or engine. Water trucks will not be used for direct fire suppression activities.

For the additional engine and water tender complement, see Appendix 3 and 4

PORTABLE PUMPS

Class	Un-operated Daily Rate	Remarks
P1	\$130.00	Trailer-mounted low-pressure/high-volume pump producing a minimum volume of 500 GPM. Contractor provides intake and discharge hose.
P2	\$ 60.00	Small low volume/high pressure portable pumps with intake hose, capable of being transported by one or two people. Pumps in this category are the Mark 26, Mark III and Gorman Rupp, or similar type pumps.
P3	\$ 35.00	Small low pressure/high volume portable pump that can be transported by one or two people. These pumps are similar to a Homelite or Honda trash pump.

VEHICLE & EQUIPMENT RATES

Other Rates: Use the Interagency Incident Business Management Handbook, Northern Rockies Coordinating Group Supplements to Chapter 20, Acquisition, or Appendix 2 for all other equipment rental rates. Since Chapter 20 rates were developed for contractors they must be reduced by twenty percent (20%) when used for FSO equipment.

FEDERAL EXCESS APPARATUS INFORMATION

Some Fire Service Organizations have on loan Federal Excess Personal Property (FEPP) equipment through the Volunteer Fire Assistance (VFA) program. When signing up loaned equipment, use two-thirds (.666%) of the rate that best describes the equipment. The equipment rates are composed of an operating and depreciation component. The two-thirds rate is intended to cover operating expenses of the equipment. Since the title of FEPP equipment stays with the federal government, and depreciation is not an appropriate expense for the Fire Service Organization, the reduction in rate reflects the calculated depreciation amount for the equipment.

RESOURCE ORDERING AND TRACKING

Resource orders will typically be generated by the dispatch center responsible for support of an incident. The dispatch center will go through the usual resource procurement process to fill the order. If an FSO resource is used to fill the order, the FSO will provide the dispatch center the equipment and personnel details of the resources. This information will be input into ROSS (Resource Ordering and Status System) at the dispatch center for tracking purposes. A resource order which includes resource order number, incident name and location, responsible agency, reporting location, date and time needed, and other pertinent information will be faxed to the FSO office. A copy of the resource order must accompany the resource when checking in at the incident.

Local agencies and city and county government can request assistance for resources through the BHS Mission Request system once declarations of disaster have been made by both the county and state. BHS will issue a Mission Assignment to IDL for the requested resources. If the Mission Assignment is accepted, IDL will fill the request through the normal fire dispatching procedure.

REIMBURSEMENT PROCEDURES

The Fire Service Organization paper work is processed through IDL. The Incident Management Team or local administrative office (federal or state) must complete the normal timekeeping functions for the Fire Service Organizations while assigned to the incident.

The proper forms (Emergency Equipment Use Invoice, OF-286; Emergency Equipment Shift Ticket, OF-297; Emergency Firefighter Time Report, OF-288; I-9; W-4; Selective Service; EEO/Affirmative Action and Drug Free) must be submitted to the IDL Area Office, which will forward the complete audited packet to the Bureau of Fire Management in Coeur d'Alene. See the supplement to Chapter 50 of the Interagency Incident Business Management Handbook for procedures to process emergency firefighter (casuals) paid under the AD pay plan. IDL will bill the responsible agency as per existing billing procedures for interagency support.

FSO's with paid firefighters can submit an invoice for actual payroll costs including benefits. IDL does not reimburse for administrative or backfill costs.

**CERTIFICATION FOR LOCAL GOVERNMENT FIRE SERVICES
PERSONNEL AND EQUIPMENT**

A. The equipment listed on page 3 meets all of the minimum requirements found in the Idaho Department of Lands *Fire Service Organization Rate Book* (FSO Rate Book) for use and operation of the equipment type identified.

B. Failure to accurately classify the equipment type as described in the FSO Rate Book shall result in a down grade of typing and a reduction in rate to the type level the equipment meets as set forth in the FSO Rate Book. Failure of the equipment described herein to meet all FSO Rate Book requirements, or to provide the qualified personnel or equipment within 24 hours, will be cause for release and return to point of hire in pay status.

C. It is agreed that the hiring entity may inspect the listed equipment and the appropriate training records. These inspections may be pre-season or at incidents during the fire season.

D. A copy of this certification shall be provided to the Finance/Administration Section Chief or his/her designated representative immediately upon arrival at an incident.

E. The individuals listed on page 2 meet all of the requirements for the position(s) listed in accordance with National Wildfire Coordinating Group (NWCG), Wildland Fire Qualification System Guide (PMS 310-1) or NFPA Equivalency. Operators must possess an Idaho Drivers License and have the knowledge, skills, and abilities to operate the type and class of equipment listed herein.

I certify that the equipment and personnel listed herein meets the minimum resource typing standards as shown in the Idaho Department of Lands *Fire Service Organization Rate Book*. I hereby certify that I am authorized to sign this Certification for Local Government Fire Services Equipment and Personnel.

Fire Chief (Signature)

Date

Fire Chief Name (Printed)

Appendix 1 – Certification For Local Government Fire Services Personnel and Equipment

CERTIFICATION OF LOCAL GOVERNMENT FIRE SERVICES EQUIPMENT																					
1. PROCUREMENT AGENCY a. Name and Address: _____ b. IDL Agreement No. _____ c. Phone: _____ d. FAX: _____		2. EFFECTIVE DATES OF CERTIFICATION: a. Beginning: _____ b. Ending: _____ c. Specific incident only: Incident Name: _____ _____ Incident Number: _____ _____																			
3. FIRE DEPARTMENT a. Name and Address: _____ b. EMPLOYER ID NUMBER: _____ d. EMAIL Address: _____ e. Phone (Day): _____ Phone (Night): _____ Cell Phone: _____ FAX: _____		4. POINT OF HIRE (Location when hired if different than Block 3): _____ 5. ORDERING DISPATCH CENTER: _____																			
6. THE FOLLOWING EQUIPMENT IS BEING PROVIDED: _____ Fully Operated _____ Unoperated _____ Actual Cost FUEL/OIL PROVIDED BY FSO: _____ Yes _____ No																					
7. ITEM DESCRIPTION: List NWCG Equipment Type then provide: Make, Model, Year, VIN, or Serial No.	8. HRLY/DAILY/MILEAGE/SHIFT BASIS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Rate</th> <th style="width: 50%; text-align: center;">Unit</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Rate	Unit																	9. SPECIAL
Rate	Unit																				
10. SPECIAL PROVISIONS:																					
11. SIGNATURE OF FIRE CHIEF OR AUTHORIZED AGENT:		12. SIGNATURE OF FIRE WARDEN:																			
13. PRINT NAME AND TITLE:	14. DATE:	15. PRINT NAME AND TITLE:	16. DATE:																		

2008 FIRE SERVICE ORGANIZATION RATES STRUCTURAL ENGINES					
CLASS	UNOP DAILY RATE	UNOP HOURLY RATE	FULLY OP DAILY RATE	FULLY OP HOURLY RATE	# PERSONS
<i>E1</i>	\$ 1,400	\$ 100	\$ 2,478	\$ 177	4
<i>E2</i>	\$ 1,288	\$ 92	\$ 2,142	\$ 153	3
WILDLAND ENGINES					
<i>WE3</i>	\$ 1,036	\$ 74	\$ 1,890	\$ 135	3
<i>WE4</i>	\$ 840	\$ 60	\$ 1,694	\$ 121	3
<i>WE5</i>	\$ 798	\$ 57	\$ 1,652	\$ 118	3
<i>WE6</i>	\$ 714	\$ 51	\$ 1,568	\$ 112	3
<i>WE7</i>	\$ 448	\$ 32	\$ 1,302	\$ 93	3
WATER TENDERS / WATER TRUCK					
<i>WT1</i>	\$ 1,288	\$ 92	\$ 1,603	\$ 114.50	1
<i>WT2</i>	\$ 1,120	\$ 80	\$ 1,435	\$ 102.50	1
<i>WT3</i>	\$ 812	\$ 58	\$ 1,127	\$ 80.50	1
COMMAND VEHICLES					
<i>Compact</i>	\$ 52		\$ 238	\$ 0.24/mi.	
<i>½ Ton</i>	\$ 57		\$ 245	\$ 0.30/mi.	
<i>¾ Ton +</i>	\$ 64		\$ 250	\$ 0.34/mi.	

2008 FIRE SERVICE ORGANIZATION RATES		
Engine and Tender rates were determined after a comparison study was done between geographic areas.		
TWO OPERATIONAL PERIODS		
	FULLY OP DAILY RATE TWO OPERATIONAL PERIODS	UNOP DAILY RATE TWO OPERATIONAL PERIODS
<i>E1</i>	\$3,906	\$1,750
<i>E2</i>	\$3,318	\$1,610
<i>WE3</i>	\$3,303	\$1,295
<i>WE4</i>	\$2,758	\$1,050
<i>WE5</i>	\$2,706	\$ 998
<i>WE6</i>	\$2,601	\$ 893
<i>WE7</i>	\$2,268	\$ 560
WATER TENDERS / WATER TRUCK		
<i>WT1</i>	\$2,240	\$1,610
<i>WT2</i>	\$2,030	\$1,400
<i>WT3</i>	\$1,645	\$1,015

2008 FIRE SERVICE ORGANIZATION RATES FEDERAL EXCESS EQUIPMENT STRUCTURAL ENGINES					
CLASS	FED EX UNOP DAILY	FED EX UNOP HOURLY	FED EX FULLY OP DAILY	FED EX FULLY OP HOURLY	# PERSONS
E1	\$ 932	\$ 66	\$ 1,650	\$ 118	4
E2	\$ 858	\$ 61	\$ 1,427	\$ 102	3
WILDLAND ENGINES					
WE3	\$ 690	\$ 49	\$ 1,259	\$ 90	3
WE4	\$ 559	\$ 40	\$ 1,128	\$ 81	3
WE5	\$ 531	\$ 38	\$ 1,100	\$ 79	3
WE6	\$ 476	\$ 34	\$ 1,044	\$ 75	3
WE7	\$ 298	\$ 21	\$ 867	\$ 62	3
WATER TENDERS / WATER TRUCK					
WT1	\$ 858	\$ 61	\$ 1,068	\$ 76	1
WT2	\$ 746	\$ 53	\$ 956	\$ 68	1
WT3	\$ 541	\$ 39	\$ 751	\$ 54	1

ADDITIONAL REQUIRED COMPLEMENT - ENGINES

- 2 each – Nozzles, combination fog/straight stream, 1" National Pipe Straight Hose (NPSH) female
- 2 each – Nozzles, combination fog/straight stream, 1 ½" National Hose (NH) female
- 20 feet – Suction hose with strainer or screened foot valve
- 2 each – Shovels, size 0
- 2 each – Pulaskis
- 1 each – Spanner wrench, combination 1" – 1 ½"
- 2 each – Gated wyes, 1 ½", NH threads
- 4 each – Reducers, 1 ½" NH female to 1", NPSH male
- 2 each – Adapters 1 ½" NH female to 1 ½" NPSH male
- 2 each – Adapters 1 ½" NPSH female to 1 ½" NH male
- 2 each – Increasers 1" NPSH female to 1 ½" NH male
- 2 each – Adapters, ¼ turn to 1" NPSH (1 female/1 male)
- 1 each – Double male 1" NPSH threads
- 1 each – Double female 1" NPSH threads
- 1 each – Double male 1 ½" NH threads
- 1 each – Double female 1 ½" NH threads
- 1 each – Fire hose clamp
- 1 each – 5 gallon container for drinking water
- 1 each – First Aid Kit (5 person)
- 1 each – Set of 3 reflectors
- 1 each – Fire extinguisher (5 BC or better)
- 1 each – Set of wheel chocks (meets industry standards)
- 1 each – Pump for water fill or have drafting capability
- 5 gallons (minimum), fuel to operate pump and engine for 12 hours
- 2 each – adapters, ¼ turn to 1 ½ NH (1 female/1 male)
- 300 feet – ¾" synthetic hose – 50 foot sections
- 1 each – reducer, 1" NPSH to ¾" hose
- 2 each – adjustable nozzles, ¾"
- 1 each – mop up wand, ¾" receptor for hose
- 1 each-- gated wye, ¾"
- 5 each – inline ball valves, ¾"

ADDITIONAL REQUIRED COMPLEMENT- WATER TENDERS

- 1 each -1" nozzle – combination; fog/straight stream with 1 ½" NH to 1" NPSH reducer
- 20 feet- Suction hose (minimum) with strainer or screened foot valve
- 2 each-Shovels, size 0
- 2 each-Pulaskis
- 1 each-Spanner wrench, combination
- 1 each-Hydrant wrench
- 2 each- Adapters, 1 ½" NPSH female to 1 ½" NH male
- 2 each- Adapters, ¼ turn to 1 ½" NH (1 female/1 male)
- 2 each-Adapters, 1 ½" NH female to 1 ½" NPSH male
- 2 each- Reducers, 2 ½" NH female to 1 ½" NH male
- 1 each- Double male, 1 ½" NH
- 1 each- Double female, 1 ½" NH
- 1 each- Gated wye, 1 ½" NH
- 1 each- Fire hose clamp
- 1 each- First Aid Kit (5 person)
- 1 each-Set of 3 reflectors
- 1 each-Fire extinguisher (5 BC or better)
- 1 each Set of wheel chocks (meets industry standards)
- Fuel to operate pump and engine for 12 hours (minimum 5 gallons)
- 2 each – portable hand lights
- 1 each – 1500 gallon minimum portable collapsible tank
- 100 feet of 1 ½", cotton/synthetic hose NH thread
- 50 feet of 2 ½" with nozzle, cotton/synthetic hose, NH thread
- 2 each-Discharge outlets: 1 ½" NH thread
- 1 each-Discharge outlet: 2 ½" NH thread

EMERGENCY EQUIPMENT SHIFT TICKET OF-297

Shift tickets must be completed at the end of each operational period. Shift tickets may be obtained from Division Supervisor or Finance Section. The Fire Service Organization and the person responsible for directing the work of the equipment are responsible to see that shift tickets are completed. **Any known defects or damage to equipment going on or off shift must be documented in the “Remarks” section.**

E 16				
EMERGENCY EQUIPMENT SHIFT TICKET				
<i>NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.</i>				
1. AGREEMENT NUMBER IDL-220-XX-004			2. CONTRACTOR (name) HERSHEY VFD	
3. INCIDENT OR PROJECT NAME BIG ONE		4. INCIDENT NUMBER ID-POS-22010		5. OPERATOR (name) JOE FIREFIGHTER
6. EQUIPMENT MAKE WE6		7. EQUIPMENT MODEL 1987 FORD		8. OPERATOR FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT
9. SERIAL NUMBER ID #32146567		10. LICENSE NUMBER KB1234		11. OPERATING SUPPLIES FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)
12. DATE MO/DAY/YR	13. EQUIPMENT USE			14. REMARKS (released, down time and cause, problems, etc.)
	START	STOP	HOURS/DAYS/MILES(circle one) WORK SPECIAL	
8/15/XX	0600	1800	12.0	
8/16/XX	0600	1800	12.0	
8/17/XX	0600	0730	1.5	15. EQUIPMENT STATUS <input checked="" type="checkbox"/> a. Inspected and under agreement <input type="checkbox"/> b. Released by Government <input type="checkbox"/> c. Withdrawn by Contractor
				16. INVOICE POSTED BY (Recorder's initials)
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE			18. GOVERNMENT OFFICER'S SIGNATURE	
			19. DATE SIGNED	

NSN 7540-01-119-562850297-102

OPTIONAL FORM 297 (Rev. 7-90)
USDA/USDI

EMERGENCY EQUIPMENT – USE INVOICEPAGE 1 OF 1

1. CONTRACTOR a. name and address Hershey VFD 375 Foam Lane Anywhere, ID 80000 b. EIN/SSN 82-0032456789				2. INCIDENT OR PROJECT NAME Big One ID-POS-22010					
				3. AGREEMENT NUMBER (from OF-294) IDL 220-xx-05					
				4. EFFECTIVE DATES OF AGREEMENT a. beginning 04/01/xx b. ending 12/31/xx					
5. EQUIPMENT (list make, model, serial number, etc.) 1987 Ford Wildland Engine ID #32146567 KB 1234 WE6				6. POINT OF HIRE (location when hired) Location at time of hire					
				7. DATE OF HIRE 7/23/XX		8. TIME OF HIRE 0600			
9. ADMINISTRATIVE OFFICE FOR PAYMENT Mica Forest Protective District 3706 Industrial Avenue Coeur d'Alene, ID 83815				10. THE WORK RATE IS BASED ON ALL OPERATING SUPPLIES BEING FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)					
				11. OPERATOR FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT					
				12. RESOURCE ORDER NUMBER E16					
13. YEAR 20__ DA	14. WORK OR DAILY RATE a. UNITS WORKED (MI/HR/DAY) b. RATE c. AMOUNT		15. SPECIAL RATE a. UNITS WORKED (MI/HR/DAY) b. RATE c. AMOUNT		16. TOTAL AMOUNT EARNED (14C + 15C)	17. GUARANTEE	18. AMOUNT (COLUMN 16 OR 17, WHICHEVER IS GREATER)		
8/15/xx	12.0	74.00	888.00				888.00	N/A	888.00
8/16/xx	12.0	1036.00	1036.00				1036.00	N/A	1036.00
8/17/xx	1.5	74.00	111.00				111.00	N/A	111.00
19. CHARGE CODE			20. OBJECT CODE		23. GROSS AMOUNT DUE		2035.00		
21. EQUIPMENT WAS <input checked="" type="checkbox"/> RELEASED <input type="checkbox"/> WITHDRAWN					24. ITEM 23 FROM PREVIOUS PAGE				
DATE: 8/17/xx			TIME: 1730		25. TOTAL AMOUNT DUE		2035.00		
22. REMARKS					26. DEDUCTIONS (attach statement)				
No Damage					27. ADDITIONS (attach statement)				
					28. NET AMOUNT DUE		2035.00		
29. NOTE: CONTRACT RELEASE FOR AND IN CONSIDERATION OF RECEIPT OF PAYMENT IN THE AMOUNT SHOWN ON "NET AMOUNT DUE: LINE 28, CONTRACTOR HEREBY RELEASES THE GOVERNMENT FROM ANY AND ALL CLAIMS ARISING UNDER THIS AGREEMENT EXCEPT AS RESERVED IN "REMARKS" BLOCK 22.									
30. CONTRACTOR'S SIGNATURE				31. DATE xx/xx/xx		32. RECEIVING OFFICER'S SIGNATURE		33. DATE xx/xx/xx	
34. PRINT NAME AND TITLE						35. PRINT NAME AND TITLE			
Joe Firefighter, Captain						Gary Warden, Fire Warden			

NSN 7540-01-120-4062

50286-102

OPTIONAL FORM 286 (REV. 7-90)

PAY PLAN FOR EMERGENCY WORKERS

CONDITIONS OF HIRE

1. This pay plan applies only to those casual hires that are recruited for the sole purpose of dealing with an immediate fire emergency, extreme fire potential, or other emergency.
2. Under no conditions may active members of the Armed Forces be hired.
3. Federal retirees may be hired under this plan without a reduction in pay (Comp. Gen. B-139682, June 19, 1959).
4. Casuals hired under this plan must meet minimum physical fitness standards and training requirements as established by agency policy.
5. Casuals in positions that require special certification or license (Emergency Medical Technicians, law enforcement, instructors, and so forth) must meet the requirements of the state where the incident and/or the hiring unit is located.
6. The Immigration Reform and Control Act of 1986 (8 U.S.C. 1324A) requires employers to hire only individuals who are eligible to work in the United States. This law also requires that INS Form I-9 be completed within three business days of the appointment. Those units who establish and train organized crews should complete INS Form I-9 as soon as crews are organized to eliminate the need for verification at ongoing incidents. During ongoing incidents, Finance Officers are responsible for verifying the eligibility of any casuals hired on site. A copy of the appropriate hiring documents must accompany the I-9.
7. The Agency Representative has the final authority to accept or reject any person hired under this plan.
8. To work under this plan requires a Social Security Number for United States citizens or an Individual Taxpayer Identification Number for non United States citizens. Furnish casuals a notice of mandatory Social Security Number disclosure at the time of hire.
9. The salary rate for each classification is the rate per hour to be paid for all the service required of the casual hire. For casual employees of the Idaho Department of Lands overtime compensation will be paid for service in excess of 40 hours in a week.
10. The hiring period begins at the point and the time an individual is available for hire at the request of an Agency Representative. It ends at the time the casual hire is returned to the point of hire or is no longer available. At the discretion of the Agency Representative, casual hires may be paid at the demobilization site prior to travel back to the point of hire. In these instances, return travel shall be estimated and included in payment.
 - A. All hours worked under this Pay Plan must be recorded as either on-shift or off-shift. All on-shift time is compensable; all off-shift time is non-compensable.
 - B. On-shift includes time spent in travel from and to the point of hire and related waiting time, other travel necessary for the performance of work, such as, from fire camp to fire-line, or between fire camps; ordered standby; and actual work.

Off-shift includes:

1. Time allowed for sleeping and eating when personnel are free from assigned duty and;
 2. Other periods when personnel are free from duty and are not in an ordered standby status. Ordered standby occurs when, at the direction of an Agency Representative, a casual hire is held in a specific location fully outfitted and ready for immediate assignment.
- C. Casual hires must be given enough on-shift time (travel, ordered standby, and actual work) to total 8 compensable hours for that calendar day. Do not use this 8-hour guarantee on the first and last day of work.
- D. Casual hires assigned to an incident at their point of hire are not entitled to guaranteed hours on days off. This is considered off-shift time and is non-compensable.
- E. The minimum compensable time allowance for each work period is 2 hours. Thereafter, compute time in multiples of 30 minutes.
- F. Casual hires that deviate from the normal travel route home are considered “no longer available” and are not entitled to travel time home nor transportation provided by the government from the point the travel deviation occurs. The travel deviation must be documented and attached to the casual’s original time record, OF-288, for use by the payment unit. This documentation shall also be made a part of the incident record.
11. All transportation required from point of hire until return to point of hire shall be at government expense. When a casual hire is released for cause, or quits without good reason before the emergency is over, pay shall be stopped at the time services are terminated; the Agency Representative may or may not allow the casual hire return transportation at government expense to the point of hire.
12. Meal periods during which a casual is free of duty in connection with an assigned job are not considered compensable work time. In situations where a casual hire cannot be relieved from work and must remain at the post of duty, count a meal period as time worked for which compensation shall be allowed. Compensable meal breaks shall be documented on Crew Time Reports, SF-261.
13. When casual hires do not receive adequate food or lodging, they shall be in pay status the entire time they are working, sleeping or eating. Adequate food is defined as: meals ready to eat, sack lunches, military type rations, hot can or similar meals. Adequate lodging is described as: a sleeping bag, (paper or cloth), or a blanket or equivalent covering to provide protection from the elements for sleeping.
14. Whenever deemed practical and necessary by the Agency Representative, furnish subsistence and lodging at government expense for casual hires under this plan. If the government cannot provide subsistence for a casual, reimburse the out-of-pocket expenses

for meals and lodging paid by a casual through the agency travel process as per diem, following current agency travel regulations.

15. Casuals under this pay plan are not entitled to earn or to be granted annual or sick leave, or to be covered under the Federal Employee's Group Life Insurance Act (5 U.S.C. 87), Civil Service Retirement Act (5 U.S.C. 83), Federal Employee's Retirement System (5 U.S.C. 84), Federal Insurance Contributions Act (26 U.S.C. 3121) (b)(6)(c), or the Federal Employee's Health Benefits Act (5 U.S.C. 89). However, they are covered by the provisions of the Federal Employee's Compensation Act (5 U.S.C. 81).

Under the provisions of 5 U.S.C. 8501, federal agencies do not report wages earned to State offices for unemployment compensation purposes. The services performed by an individual on a temporary basis in case of fire, storm, earthquake, flood or similar emergency are not considered as performing federal service for the purpose of reporting wages for unemployment compensation benefits. Casuals may furnish a statement of earnings to State Unemployment Offices on their own behalf.

16. Federal and state taxes shall be withheld from salary payments. Each emergency worker shall present IRS Form W-4 or W-5 at the time of hire. IRS Form W-2 shall be issued to the emergency worker at the end of the year in which reported wages are earned to the address listed at time of hire. State taxes shall be withheld for the state in which the emergency worker is hired unless the emergency worker requests withholding for another state and submits the appropriate state forms.

NOTE: Idaho Department of Lands casuals do not receive annual or sick leave, health benefits, retirement or life insurance. Taxes, however, are withheld from the individual's wages.

All persons employed by the Idaho Department of Lands under this pay plan will sign a Memorandum of Understanding stating they will abide by the department's drug and alcohol free policy as a condition of employment. An Affirmative Action Survey and a Selective Service form must also be completed.

EMERGENCY FIREFIGHTER PROCEDURES

Hiring Procedures

Resources from Fire Service Organizations (FSOs) dispatched to incidents outside of their jurisdictional responsibility will be compensated under the following conditions:

Un-operated: Fire Service Organizations will be hired by the Idaho Department of Lands as Emergency Firefighters and will be employees of the state of Idaho during their incident assignment period. They will be covered by the Idaho Department of Lands Worker's Compensation Plan. This applies regardless of the agency (federal, state, or local) having jurisdictional responsibility for the incident.

Operated: This is the most common method of hire. Entities hired by this method are paid one rate for personnel and equipment. They are not considered state employees, and are responsible for providing their own Worker's Compensation and other benefits.

Exceptions: Fire Service Organizations with salaried employees, with equipment hired at the un-operated rate, will submit an invoice for personnel time. The Idaho Department of Lands will reimburse the FSO for actual finance payroll costs, including benefits, for resources assigned to an incident. No other administrative or backfill costs will be allowed

Commissary

Commissary privileges are authorized. The cost will be shown on the individual's time sheet, but upon return from the incident, payment must be made at the IDL office by way of cash or personal check.

INCIDENT CHECKLIST

Always keep available a copy of the rate book and this checklist.

WHEN CALLED TO AN INCIDENT, QUESTIONS TO ASK:

1. What is my Resource Order Number and my Request Number? These numbers will be used to track your equipment to the incident, during the incident and when it is released.
2. Who is calling? Individual's name and agency. It is important to be able to identify who requested the equipment.
3. Where to report? The incident may have several reporting locations. Be sure to have a specific identifiable location in which to report.
4. Who to report to? Name of individual or position title.
5. Agree upon a starting time. Confirm an ETA to the reporting location. This is important to assure payment begins at an agreed upon time.

UPON ARRIVAL AT LOCATION OF INCIDENT:

1. Have Resource Order Number and Request Number available.
2. At this time, you must give finance a copy of your Certification For Local Government Fire Services Personnel and Equipment. You must have this document so your equipment can be used and paid according to this agreement.
3. Be sure to have an Emergency Equipment Shift Ticket started at this time. You must have an authorized shift ticket for all hours of work to receive payment.
4. Be sure to have a Vehicle/Heavy Equipment Inspection done at this time and keep your copy. **DO NOT LOSE THIS.** If your equipment is damaged on the incident, you will need this document to verify the condition of your equipment prior to use on the incident.
5. A complete inventory list must be provided upon check-in. Equipment must meet minimums as outlined in the Fire Service Organization Rate Book.

DURING INCIDENT:

1. Be sure a shift ticket is completed at the end of each operational period. A government official and the fire department representative, or his authorized agent, must sign each shift ticket. Shift tickets must be turned into finance daily.
2. Be sure to keep your copies of each shift ticket. **DO NOT LOSE THESE.** Your payment is based on the information recorded on these forms.

3. Claims for lost or damaged vehicles and equipment must be reported as soon as possible. Depending on the nature of the claim, appropriate forms must be filled out and submitted to the agency. Your supervisor and/or the Finance/Administration Section Chief can provide information.

UPON RELEASE FROM THE INCIDENT:

1. Be sure to have a release inspection and post-inventory performed on your equipment.
2. Emergency Equipment Shift Tickets are complete (a copy of all your time on the fire).
3. Emergency Equipment Use Invoice, OF-286, is completed and posted accurately and signed by a government official and the fire department representative or his authorized agent. **THIS IS YOUR PAYMENT DOCUMENT.** Be sure it is correct when you leave the incident
4. The ORIGINAL completed finance packages (agreements, inspections, shift tickets and emergency equipment use invoice) must be given to the Fire Service Organization for delivery to the appropriate Idaho Department of Lands Area Office for payment.

PERSONAL PROTECTIVE EQUIPMENT FOR FIRE PERSONNEL

1. Boots: All leather, lace-up type, minimum 8 inches high with lug-type sole in good condition (steel toe boots are unacceptable).
2. Hard Hat: Plastic, Class B, ANSI Z89.1, 1986, OSHA approved, with chin strap. Note: hard hat meeting NFPA Standard 1977, 2005 Edition, is required.
3. Gloves: One pair of heavy-duty leather per person.
4. Eye Protection: One pair per person (meets standards ANSI Z87.1, latest edition).
5. Head Lamp: One lamp per person with batteries and attachment for hard hat.
6. Canteen: One quart size, two per person required, four per person recommended (filled prior to arrival at incident).
7. Fire Shelter: One serviceable shelter per person.
8. Flame Resistant Clothing: Shirt and trousers for routine fireline duties, flame resistant clothing must:
 - a. Self-extinguish upon removal from heat source.
 - b. Act as an effective thermal barrier by minimizing conductive heat transfer.
 - c. Not melt or shrink to any appreciable degree upon decomposition during exposure to a high heat source.
 - d. Be manufactured from flame retardant treated (FRT) cotton, FRT rayon, FRT wool, aramid (nomex), or other similar fabric.
9. Turn-out Gear (structural engines only).



BUREAU OF FIRE MANAGEMENT

3780 Industrial Avenue
Coeur d'Alene, ID 83815
208-769-1522
208-769-1524

TO: Fire Service Organizations and Casual (AD) Employees

FROM: Ken Homik
Fire Business Program Manager

DATE: March 11, 2008

SUBJECT: Fire Assignments – Per Diem, Medical information

When traveling to or from an incident or while at an incident where meals are not provided, the following applies:

Meal Rates:

IN STATE:

Breakfast	\$7.50	Lunch	\$10.50	Dinner	\$16.50	Full Day	\$30.00
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OUT OF STATE

Refer to the GSA website www.gsa.gov and click on “per diem rates” for out of state per diem rates. If not listed on the website, the rate is \$39 for a full day and \$9.75 for breakfast, \$13.65 for lunch and \$21.45 for dinner. Partial days are 25% for breakfast, 35% for lunch, and 55% for dinner.

If you are required to pay for your motel (must be reasonable, low to medium or government rate if available) while at an incident, keep original receipts for reimbursement upon return. Get receipts for all expenses (except for meals) incurred that may be reimbursable (i.e., parking, laundry, tips, car rental, fuel).

The Idaho Department of Lands will assist you with the Travel Expense Voucher upon your return. Reimbursement will not be made without original receipts.

If injured or ill while on an incident, the incident will fill out the appropriate forms. In addition, a Notice of Injury and Claim for Benefits Form, IC-1, must be filled out. This form is for Idaho Workers' Compensation.

If you have questions regarding travel, pay, injuries, or other incident-related questions, you can contact the Bureau of Fire Management or any of the IDL offices listed on the next page.

IDAHO DEPARTMENT OF LANDS FIRE MANAGEMENT CONTACTS

Fire Management Bureau

Brian Shiplett, Chief, Bureau Fire Management
Ken Homik, Fire Business Program Manager
3780 Industrial Avenue S.
Coeur d'Alene, ID 83815
208-769-1522 FAX 208-769-1524

Priest Lake Forest Protective District

Mick Schanilec, Area Supervisor
Dan Brown, Fire Warden
4053 Cavanaugh Bay Road
Coolin, ID 83821
208-443-2516 FAX 208-443-2162

Pend Oreille Lake Area Office

Ed Robinson, Area Supervisor
Chris Remson, Fire Warden
2250 Hwy 2 West
Sandpoint, ID 83864
208-263-5104 FAX 208-263-0724

Kootenai Valley Forest Protective District

Scott Bacon, Area Supervisor
Eric Haase, Lands Resource Spec, Sr Fire
Rt. 4 Box 4810
Bonners Ferry, ID 83805
208-267-5577 FAX 208-267-8301

Mica Forest Protective District

Mike Denney, Area Supervisor
Gary Darrington, Resource Supervisor, Fire
3706 Industrial Ave. South
Coeur d'Alene, ID 83815
208-769-1577 FAX 208-769-1597

West St. Joe Forest Protective District

Ken Ockfen, Area Supervisor
John Pollard, Fire Warden
1806 Main Ave.
St. Maries, ID 83861
208-245-4551 FAX 208-245-4867

Cataldo Forest Protective District

Bob Burke, Area Supervisor
Len Young, Fire Warden
80 Hilltop Overpass Road
Kingston, ID 83839
208-682-4611 FAX 208-682-2991

Clearwater Area Office

Bob McKnight, Area Supervisor
10230 Hwy 12
Orofino, ID 83544
208-476-4587 FAX 208-476-7175

Craig Mountain Forest Protective District

Thom Hawkins, Area Supervisor
Fire Warden
P.O. Box 68
Craigmont, ID 83523
208-924-5571 FAX 208-924-5572

Maggie Creek Forest Protective District

Jim Clapperton, Area Supervisor
David Summers, Fire Warden
Rt. 2 Box 190
913 3rd St.
Kamiah, ID 83536
208-935-2141 FAX 208-935-0905

Ponderosa Forest Protective District

Sam Charles, Area Supervisor
Roger Kechter, Fire Warden
3130 Hwy 3
Deary, ID 83823
208-877-1121 FAX 208-877-1122

Southwest Idaho Forest Protective District

Steve Douglas, Area Supervisor
Fire Warden
8355 W. State St.
Boise, ID 83703
208-334-3488 FAX 208-853-6372

South Central Area Office

Tim Duffner, Area Supervisor
319 S. 417 E. US Hwy. 93 Business Park
Jerome, ID 83338
208-324-2561 FAX 208-324-2917

Eastern Idaho Area Office

Pat Brown, Area Supervisor
3563 Ririe Highway
Idaho Falls, ID 83401
208-525-7167 FAX 208-525-7178

Clearwater-Potlatch Timber Protective Association

Howard Weeks, Chief Fire Warden
10250 Hwy 12
Orofino, ID 83544
208-476-5612 FAX 208-476-7218

Southern Idaho Timber Protective Association

Mark Woods, Chief Fire Warden
555 Deinhard Lane
McCall, ID 83638
208-634-2268 FAX 208-634-5117